

Job Description  
*Missouri State Highway Patrol*

Class Title: Fingerprint Services Supervisor

Title Code: V00540

Effective Date:

Date Reviewed: 06/12/1998

Date Revised: 06/12/1998

**Immediate Supervisor:** Assistant Director, Criminal Records Division, or as designated

**Position Supervised:** Fingerprint Technician, AFIS Entry Operator, Latent Technician

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The employee in this position is responsible for supervising Automated Fingerprint Identification System (AFIS) personnel and overseeing the specialized complex function of the AFIS system and its relationship to criminal history reporting and identification of persons. The employee plans and schedules daily assignments and ensures specific tasks are carried through to completion. Work is subject to general review and supervision by the section director for conformance with policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Plans, schedules, and coordinates staff activity relating to the submission of fingerprints and other AFIS remote sites located throughout the state.

Oversees remote entry of latent prints into the Automated Fingerprint Identification System (AFIS).

Supervises and trains all personnel assigned to the fingerprint unit in fingerprint techniques and criminal history record procedures; presents group instruction in fingerprint techniques and procedures, criminal history reporting and related statutes, rules, regulations, and policies.

Assembles and reviews the submission of fingerprint data and maintains the files on information for historical and budgetary review.

Provides professional and technical support to outside agencies by serving as an educator to provide support in the area of proper fingerprinting.

Maintains various records and files of a confidential nature.

Prepares statistical reports as required.

Fingerprints individuals for job applications, liquor license, National Guard, identification, etc.

Analyzes, compares, and interprets criminal and applicant fingerprint impressions.

Prepares fingerprint cards; match searches fingerprint information manually and via video terminal.

Testifies in court.

Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of fingerprint classification.

Considerable knowledge of fingerprinting techniques and procedures.

Considerable knowledge of Missouri Sunshine Law, juvenile law, and Missouri State Highway Patrol's dissemination policy.

Considerable knowledge of proper courtroom presentation.

Considerable knowledge of the Henry Classification System.

Working knowledge of MSHP AFIS System.

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of basic techniques and principles of supervision.

Ability to read, write, and speak proper English.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate facsimile machine.

Ability to maintain complex records and files.

Ability to work independently in an organized and efficient manner.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to establish and maintain harmonious working relationships with others.

Ability to plan, assign, and direct the work of others.

Ability to exercise judgment and discretion.

Ability to express thoughts clearly and concisely in oral form.

Ability to prioritize work effectively.

Ability to research, evaluate, and document data for legislative and budgetary purposes.

Possess the skill to type 40 words per minute with ten errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

Graduation from a standard high school or possess a GED and at least four years experience in the fingerprint field.

NECESSARY SPECIAL REQUIREMENTS\

Possess at least one year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.

Must obtain Missouri Uniform Law Enforcement System (MULES) certification within one year of appointment.

Must possess a valid Missouri driver's license.

Must become an International Association Identification member.